

**SANDWICH  
PANELS  
TRANSPORT &  
UNLOADING  
INSTRUCTIONS**

## Instructions for transport and unloading of Balex Metal sandwich panels.

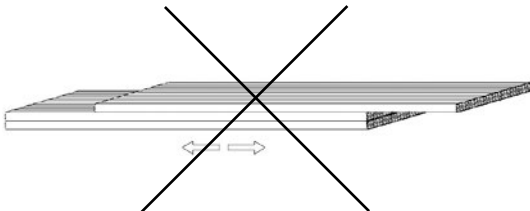
### 1. Transport method

The basic means of transport for sandwich panels are trucks with a box or an open semi-trailer, enabling loading of long panels from both sides of the car. The material should be completely on the platform and fastened with transport belts placed on the panel package on each support (the tension of the belts must not cause deformation of the panels). Long plates (exceeding 13.60 m) may protrude beyond the rear of the trailer by a maximum of 2 m (in accordance with the Road Traffic Act). However, in each case, when the lengths of the plates exceed the length of the platform, the possibility of delivery should be consulted with the representative of the shipping company and Balex Metal.

In the case of orders covering several deliveries, the Balex Metal trader in consultation with the Forwarding Department takes care of the entire implementation.

### 2. Unloading by hand and using basic construction machines

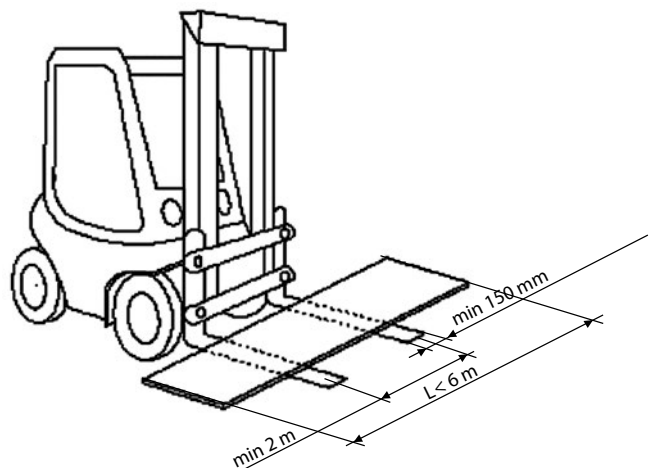
Be careful when loading and unloading due to the weight of the plate. Point supports should be avoided as this may damage the cladding of the lowest panel. In order to avoid this problem, the load should be spread over a larger area. Also, be careful not to drag one plate after another to avoid scratching. When lifting heavy packages, particular attention should be paid to the proper support of the boards.



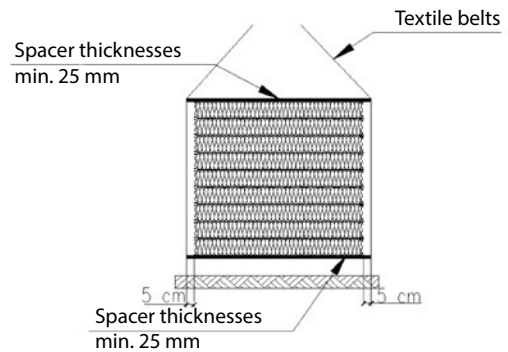
The completeness of the shipment should be checked immediately upon receipt and any possible inconsistencies should be identified. Any information should be included on the bill of lading and available for loading (in accordance with the principles set out in the General Terms and Conditions of Sale).

When unloading manually, remember about the limitations of the maximum weight that can be carried by one person (in accordance with health and safety rules).

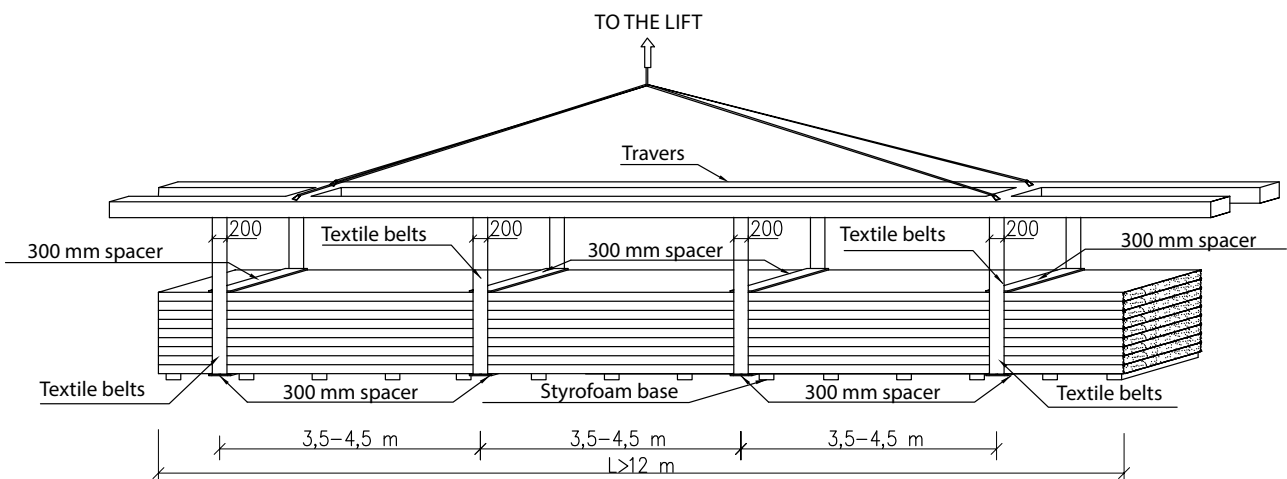
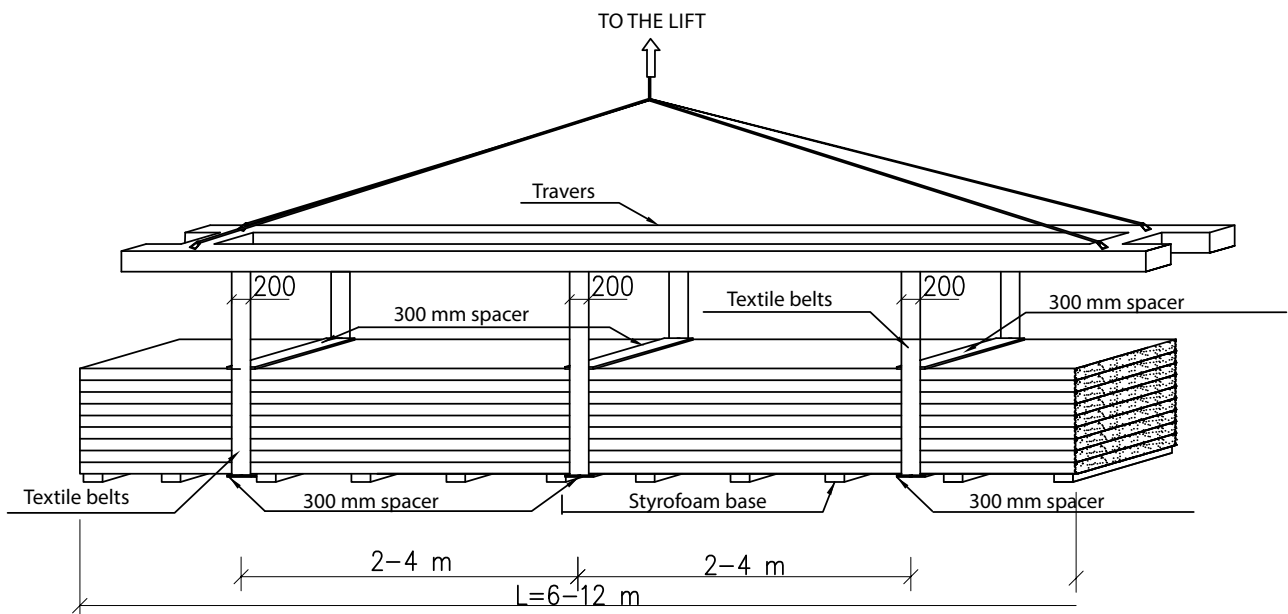
For parcels up to 6m in length, it is allowed to use forklifts with an adjustable width of forks, min. 2m forks spacing with a minimum width of 150 mm. When unloading products with forklifts, special attention should be paid to the length and thickness of the forks so as not to damage the 2nd row of products on the car and the upper lining of the lower packages.



Product packages over 6m should be lifted on transport belts using a traverse. The indicated spacing of lanes for parcels from 6 m to 12 m is 2-4 m.



For packages with a length of more than 12 m, the spacing of the transport belts is 3.5-4.5 m. It is recommended to place the belts on wooden spacers with a minimum width of 300 mm and a minimum thickness of 25 mm placed on the bottom and top plate of the package. It is forbidden to use slings made of steel ropes or chains. Lifting on tightening belts, crossing belts and other methods that may damage the goods is unacceptable.



### 3. Vacuum lifters

It is possible to rent specialized equipment for the assembly of sandwich panels. Such machines operate on the principle of vacuum suction cups and are recommended for installation at considerable heights and when the weight of the plate does not allow for easy manual assembly. When using such equipment, remember about the standard way of arranging sandwich panels in a package. Therefore, for effective assembly, it is best to prepare the stands in advance, where it will be possible to rotate the panels - the supports should be secured with felt or other material, protecting the paint coatings from damage.



### 3. General Safety Rules

During the assembly of Balex Metal products it is crucial to follow all the general safety conditions and the rules included in this instruction, to avoid dangerous situations. Before the start, the introduction training have to be done and confirmed by signature of a worker. All the actions have to be done by the workers with valid medical report about no contraindications to do their job and under the supervision of authorized person. Particular attention should be paid to difficult weather conditions and protection against falls from heights (protective barriers, safety harnesses). It is essential to use personal protective equipment appropriately for the type of threat or exposure.

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